

JOB TITLE: MONITORING & EVALUATION OFFICER

JOB ID: T3207

Old JOB Number: 0

REPORTS TO: MONITORING & EVALUATION COORDINATOR

Date revised: 2012-03-28

MINISTRY/DEPARTMENT: MINISTRY OF LEGAL AFFAIRS/HOME AFFAIRS

PURPOSE: To assist the Coordinator, Monitoring and Evaluation in the discharge of his/her functions.

KEY OUTPUTS:

- Relevant Monitoring & Evaluation framework.
- Accurate and up-to-date data.
- High-quality data analysis.
- Clearly defined and up-to-date Monitoring & Evaluation Processes.
- Effectively implemented communications strategy.

RANGE OF ACTIVITIES:

- To periodically review the Monitoring & Evaluation framework to ensure its relevance and so as to be able to evaluate outcomes achieved and long-term impact made.
- To assist the Coordinator, Monitoring & Evaluation with the development and implementation of a Monitoring & Evaluation Communications Strategy.
- To work with Monitoring & Evaluation counterparts in other Justice Sector Institutions to develop systems of data collection and sharing.
- To collect data as required under the Monitoring & Evaluation framework and/or as directed by the Coordinator, Monitoring & Evaluation.
- To analyze data collected and prepare monitoring report for analysis by the Coordinator, Monitoring & Evaluation.
- To assist the Coordinator, Monitoring & Evaluation to prepare periodic reports, including the semi-annual reports.
- To perform any other duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

A Bachelor's Degree in Public Management, Public Administration, Business Administration, Project Management or Law from a recognized University PLUS three (3) years experience in data analysis or data management. Ability to demonstrate an excellent understanding of Monitoring & Evaluation principles, as well as a high level of proficiency in Microsoft Word, Excel & PowerPoint, would be desirable.

OR

A Diploma in Public Management, Public Administration or Business Administration or Project Management from a recognized University PLUS five (5) years experience in data analysis or data management. Ability to demonstrate an excellent understanding of Monitoring & Evaluation principles, as well as a high level of proficiency in Microsoft Word, Excel & PowerPoint, would be desirable.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

The incumbent is expected to give effective support to the Coordinator, Monitoring & Evaluation in the collection and analysis of qualitative and quantitative data from various sources, and from this make specific recommendations to senior policy makers. Poor quality in data collection and analysis will ultimately give rise to poor or improper policies being implemented and can potentially affect the entire justice system.

RESOURCE MANAGEMENT:

- He/she is responsible for all equipment assigned to him/her.

COMMUNICATIONS: The incumbent communicates regularly with superiors and other senior officials in Ministries, members of the Steering Committee and representatives of each Justice Sector Institution among others. He/she is expected to have excellent communications and interpersonal skills, important more so when conducting data collection exercises.

WORKING CONDITIONS: Primarily normal office conditions, although the incumbent will be required to spend up to 30% of the time working with counterparts in other institutions to collect data and/or in the field to conduct research.

PREPARED BY: S P O

CHECKED BY: P P O